

**East Dakota Water Development District (EDWDD)  
Vacancy Announcement**

## **Watershed Project Specialist**

The Watershed Project Specialist (Specialist) will provide direct assistance to landowners and operators in eastern South Dakota in order to help them plan, design, and implement various agricultural best management practices (BMPs) in support of the Big Sioux River Watershed Project (Project). The Project is a cooperative, multi-agency effort, and the Specialist will support and assist Project-related activities with partners as necessary. The Specialist will also assist in providing information and education to local landowners, youth, communities, other agency personnel, consultants, and the general public to provide a better understanding of Project goals and activities, the use, function, and technical design of supported BMPs and their related water quality benefits.

The Specialist must be self-motivated and able to work independently and as a member of a team. A strong understanding of resource conservation practices and computer literacy are necessary components of the Specialist's knowledge and abilities. Consideration will be given to a combination of education and experience with course work in the environmental, plant, animal, and soil sciences and natural resources management. Grant funding for this position is currently available for three-years; additional funding is contingent on the success and accomplishments of the project.

This is anticipated to be a full-time, permanent position. Salary range of \$21.60 - \$27.40/hour, commensurate with education and experience. EDWDD benefits include paid annual and sick leave, participation in the SD State Retirement System, District-supported health insurance, and optional supplemental insurances. Position is currently based in Sioux Falls, but work station and schedule are negotiable.

An expanded position description is available on [www.eastdakota.org](http://www.eastdakota.org).

Interested persons should submit a letter of application, including a curriculum vitae and descriptions of work experience to:

Jay Gilbertson, Manager  
East Dakota Water Development District  
132B Airport Ave  
Brookings, South Dakota 57006  
605-688-6741  
[edwdd@brookings.net](mailto:edwdd@brookings.net)

**APPLICATION DEADLINE IS:** January 31, 2018.

## **Position Description**

### **East Dakota Water Development District Watershed Project Specialist**

The Watershed Project Specialist (Specialist) performs administrative and technical tasks in support of the Big Sioux River Watershed Project (Project) specific project(s) as authorized by Manager of the East Dakota Water Development District (EDWDD) and the Watershed Project Coordinator.

#### **Duties:**

1. Provides administrative support to ensure project(s) goals are met.
  - a. Reviews and implements project implementation plans; recommends revision of project implementation plan if warranted.
  - b. Implements policies, program priorities, management strategies, and operational standards.
  - c. Prepares reports on project(s) and related activities.
  - d. Utilizes agency reporting systems as appropriate.
2. Initiates and develops positive working relationships with agricultural producers through referrals and first contacts.
3. Advises and works with agricultural producers to design, install and maintain technical accurate and adequate conservation practices and measures, especially those within the employee's primary scope of activity.
4. Conducts follow-up visits with agricultural producers to further assist on the installation and maintenance of conservation practices; to recommend adjustments or revisions to conservation plans; and to determine acceptability of installed practices involving cost-share.
5. Works with Project and EDWDD staff to develop and deliver informational and educational products and services to the public and media.
6. Represents EDWDD in issues relevant to the assigned project area(s) by meeting with state and federal agencies and industry groups, speaking at public meetings on related subjects, and serving as a media contact for assigned project(s) to ensure accuracy and consistency of information.
7. Monitors, as appropriate, water quality, resource condition, and/or economic data to evaluate the impact of the applied conservation measures.
8. Prepares work schedule in consultation with Watershed Project Coordinator and EDWDD Manager. Keeps and maintains all required time and activities records, and prepares reports as required.

9. Performs other work as assigned.

**Knowledge and Abilities Required:**

1. Knowledge of principles and practices of agricultural and natural resources management.
2. Knowledge of current conservation programs, procedures, and principles in order to provide technical advice and effectively deliver resource management systems on the land.
3. Farming or ranching education or experience which involved installation and maintenance of resource conservation practices, including knowledge of conservation practices, knowledge of equipment used for installing and maintaining conservation practices and which provided a basic understanding of agricultural land use and management.
4. Knowledge of conservation planning and application of total resource management systems for a broad range of land users, but with emphasis on the resource issues within the employee's primary scope of activity.
5. Knowledge of federal, state, and local laws and regulations pertaining to agriculture and natural resources management.
6. Understanding of topography, soil types, aerial photography, geographic information systems, ecosystems, vegetative features, and seasonal influences.
7. Knowledge of principles and techniques of effective public relations and external communications.
8. Knowledge of appropriate safety practices and procedures.
9. Knowledge and ability to operate computer system, access the Internet, and utilize computerized material in developing resource management plans.
10. Ability to work with others, including resource teams and conservation districts, in order to complete projects, provide training, and facilitate partnerships addressing local natural resource concerns.
11. Ability, with minimal day-to-day direction, to effectively plan and organize work activities and prioritize task completion to meet schedules and deadlines, both long- and short-term.
12. Ability to develop procedures and determine the logical flow of work. Ability to monitor

and evaluate effectiveness and efficiency of programs.

13. Ability to organize and analyze available information and draw sound and reasonable conclusions.
14. Ability to apply policies and procedures consistently and objectively.
15. Ability to make appropriate decisions by applying standards and available information to specific situations.
16. Ability to favorably present and promote District and Project priorities, services, and actions internally and externally.
17. Ability to communicate information clearly and concisely in order to provide information, solicit feedback, communicate program objectives, or coordinate work activities to work effectively with conservation partners, individuals, groups, and government officials.
18. Ability to use experienced judgment in selecting technical guidelines and reference materials.

**Supervision:** The supervisor of this employee is the EDWDD Manager, although day-to-day direction will be provided by the Watershed Project Coordinator. The employee shall exercise initiative in organizing work schedules; however, the supervisor, with assistance from the Watershed project Coordinator, outlines the requirements of the work, establishes general work priorities, and furnishes general instructions to the employee on new assignments.

Completed work is periodically reviewed for adequacy and conformance with District and Project policies and sound concepts and usage. Best management practice guidelines are available in the form of both oral and written instructions in reference material such as the South Dakota Field Office Technical Guide and standards, handbooks, and other precedent situations. Judgment is needed by the employee in finding and choosing appropriate criteria or instruction. Where significant deviations from guidelines or the absence of adequate guidelines occur, the technical assistance team supervisor is consulted for guidance.

**Personal Contacts:** Personal contacts are primarily with agricultural producers, rural and community residents, local public officials and technical assistance team personnel. Contacts are for such purposes as providing information and advice regarding practices, methods and techniques; coordinating work; sharing information; interpreting District and Project rules; resolving conflicts; and presenting programs and information. Contacts are also used in solving technical questions on particular resource management practices.

**Physical Demands:** The employee's duties will be in a typical office environment and outside on farm/ranch sites, road ditches, or rough terrain. Duties will involve lifting and

hauling, along with traversing irregular terrain. Operation of a motor vehicle is required. Employee must possess a valid driver's license or equivalent and maintain a safe driving record.

**Working Environment:** The working environment will include a typical office environment and work outdoors in all weather conditions. The employee will also be utilizing office space at one or more United States Department of Agriculture (USDA) County Service Center locations in South Dakota. Work may involve exposure to heavy farm and construction machinery. If the employee is at a construction site, the work involves wearing protective gear and clothing.

### **Big Sioux River Watershed Project Summary**

The major goals of the Big Sioux River Watershed Project (Project) are to restore and protect the beneficial uses of the portions of the Big Sioux River and its tributaries in South Dakota between the Brookings/Hamlin County line and the Missouri River. Project goals will be achieved by promoting and implementing best management practices (BMPs) in the watershed that reduce sediment loading and prevent bacterial contamination. Attaining the goals will reduce the total suspended solids (TSS) and/or bacteria (fecal or *E.coli*) levels, and in turn meet several total maximum daily load (TMDL) targets developed for water resources within the Project area.

The Big Sioux River Watershed Project, and associated TMDL implementation strategies, will be completed in multiple segments and parts. These and complimentary activities will restore and/or maintain the water quality of the Big Sioux River and its tributaries to meet the designated beneficial uses. The Central Big Sioux River, the North-Central Big Sioux River/East Oakwood Lake and the Lower Big Sioux Watershed Assessment Projects identified various segments of the Big Sioux River and certain tributaries between the Brookings/ Hamlin Counties line and the Missouri River as failing to meet designated uses due to impairments from total suspended solids (TSS), dissolved oxygen and/or bacteria impairments. An ongoing water quality monitoring program is used to both assess the impacts of Project actions, as well as to direct future activities. The Project area contains over one-quarter of the population of South Dakota, and public outreach and education efforts are a high priority.